

Attachment 03
PAST PERFORMANCE QUESTIONNAIRE

Department of Veterans Affairs, Denver Acquisition and Logistics Center, Denver, Colorado is considering the Offeror listed below. Your comments would be appreciated regarding this firm's past performance. The intent of this form is to evaluate commercial projects. If the reference project is a government project, you may forward a copy of the official performance evaluation. Your comments are considered Source Selection Sensitive; therefore, you are advised that the Federal Acquisition Regulation (15.506) prohibits the release of the names of individuals providing reference information about an Offeror's past performance. However, the solicitation requires the Past Performance Questionnaire be sent back to the contractor to be submitted in their proposal. To avoid having to fill out Past Performance Questionnaires for the same contractor/project numerous times, you may forward the questionnaire back to the contractor to be kept on file for any subsequent proposal submissions. In order to maintain the integrity of the source selection process, it is respectfully requested that you do not divulge the name of the Offeror nor discuss your comments on this questionnaire with any other individuals.

Past Performance Information:

Name and Address of Offeror being evaluated:

Contract Number or Task Order Number, Title, & Location:

Evaluator: (The following information will assist in the analysis of the data. Information will be kept confidential)

Name of Evaluator:

Address:

Phone Number:

Position held or function in relation to project:

Rating: Please evaluate the past performance using only the following ratings without variation. **DO NOT RATE ON A "+" OR "-" SCALE.** If a "+" or "-" is used, the rating without the "+" or "-" will be applied. If the rating is **Marginal** or **Unacceptable**, please provide additional information in the appropriate block or in the remarks section of this form.

"O"	Outstanding	Performance greatly exceeded the contract requirements.
"A"	Above Average	Performance exceeded the contract requirements.
"S"	Satisfactory	Performance met the contract requirements.
"M"	Marginal	Performance met the minimum contract requirements but some material aspects of the contractor's performance were less than satisfactory.
"U"	Unacceptable	Performance was poor and/or did not satisfy contract requirements.

Please rate and provide any supporting information/comments for the following:	
1. The relationship between the Offeror and client's/customer's contract team?	O A S M U
2. The Offeror management and coordination of subcontractors/consultants.	O A S M U
3. Overall corporate management, integrity, reasonableness and cooperative conduct:	O A S M U
4. Quality of work:	O A S M U
5. Quality control:	O A S M U
6. Ability to meet the performance schedule:	O A S M U
7. Ability/actions to improve schedule problems, if applicable:	O A S M U
8. Ability to control costs and provide the required work at a reasonable total price:	O A S M U
9. Compliance with labor standards, as applicable:	O A S M U
10. Compliance with safety standards and/or number of safety related incidents, code compliance, as applicable:	O A S M U
11. Have any cure notices, show cause letters, letter of reprimand, suspension of payment, or termination been issued? If yes, please explain:	Yes No
12. Would you award another contact to the party being evaluated? If no, please explain.	Yes No
13. Was the customer satisfied with the end product? If no, please explain.	Yes No
14. Has the firm being evaluated been provided an opportunity to discuss or respond to any negative comments or performance ratings? If so, what were the results?	Yes No

15. Additional Remarks:	
16. Overall rating for this firm:	O A S M U
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Evaluator </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date </div> </div>	

PLEASE NOTE: Contractors may be advised of adverse remarks and given the opportunity to respond in accordance with Federal Acquisition Regulation requirements. The contracting office will not, however, provide your name or copies of this questionnaire to the contractor or any other party not directly involved in the evaluation of the contractor's proposal.